

Maryland Department of Public Safety & Correctional Services  
**Human Resources Services Division**

Martin O'Malley  
Governor

Anthony G. Brown  
Lt. Governor



Gary D. Maynard  
Secretary

Kathleen Blucher  
Acting Exec Director

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***Recruitment & Examination Announcement***

Please mail your completed State application to:  
Department of Public Safety & Correctional Services  
Recruitment & Examination Unit  
6776 Reisterstown Rd., Suite 309, Baltimore, Md. 21215

**RECRUITMENT FOR:**      **CORRECTIONAL MAINTENANCE OFFICER I –  
ELECTRICAL (4050)**

**SALARY:**                      **\$33,602 - \$52,596      Grade 13**  
(Temporary Salary Reduction Plan effective per Executive Order 01.01.2009.11,  
September 23, 2009 through June 29, 2010)

**CLOSING DATE:**              **OPEN & CONTINUOUS**

**POSITION DUTIES:**      This is entry-level work involving the custody, security and supervision of  
adult inmates in maintenance and repair work in a correctional facility.

**MINIMUM QUALIFICATIONS:**

Education -      High School diploma or G.E.D. certificate acceptable to the MD State  
Board of Education as described in the Correctional Training Commission  
regulation.

Experience -      Two years of experience performing electrical repair or installation work.

**LICENSES, REGISTRATIONS AND CERTIFICATES:**

1. Employees may be assigned duties that require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.
2. Employees who have not already done so must complete and successfully pass the Entrance Level Correctional Training course required for the MD Correctional Training Commission certificate during the probationary period.
3. Selected employees may be required to operate large vans for transportation of inmates or supplies. Employees assigned such duties will be required to acquire a Class C Maryland driver's license.

### **SPECIAL REQUIREMENTS:**

1. Selection standards are established by the Correctional Training Commission in accordance with COMAR 12.10.01.04. They include the following:
  - U.S. Citizenship or Resident Alien status
  - Must be at least 21 years of age
  - A completed background investigation
  - Oral interview
  - Physical & Psychological Evaluation
2. Employees are subject to call 24 hours a day and will be required to provide the employing agency with a telephone number at their place of residence.
3. Persons appointed to this position are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

### **SELECTION AND EXAMINATION PROCESS:**

The examination will consist of a rating of your education, training and experience related to the requirements of the position. It is essential that you give complete and accurate information on your application. Successful candidates will be placed on the employment eligibility list categorized as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED. The list will be valid for at least one year and may be extended. The list will be used by the hiring agency to select employees.

### **INFORMATION FOR APPLICANTS:**

**Applications:** Applications may be obtained from the personnel office at any Department of Public Safety and Correctional Services facility; by calling 1-877-206-9941; or downloaded from [www.dbm.maryland.gov](http://www.dbm.maryland.gov). TTY users call Maryland relay Service, 1-800-735-2258. Your application is part of the examination process. Answer each question fully and clearly. Photocopies are acceptable provided there is an original signature and copied on standard paper (8 ½" x 11").

**Qualifications:** You must possess the minimum qualifications before you may be selected for a State job – Verification will be completed by the appointing authority. If you are scheduled to complete an educational or licensing requirement within six months of the examination, you may participate in the examination process. Permanent State employees may also complete necessary experience requirements within six months of the date of an examination. Credit is given for relevant part-time, temporary or volunteer experience based on the number of hours worked per week. You must include on your application the time you spent in such activity. You must be legally authorized under the United States Immigration Reform and Control Act to be hired in the position for which you apply.

**Equal Opportunity/ADA Employer**

**(4050)**

Revised: 3/2009

Revised: 4/29/2009

Revised: 10/5/2009